

## eMeeting Presenter Tips

- Enter the meeting in advance to run the Audio Wizard.
- Click the **Give All** microphone icon to hand out microphones to all Participants.
- Select **Tools, Session Options** to control the number of Participants that can speak at once.
- Participants must be given a microphone before they can talk, use whiteboard tools or control shared applications.
- Select **Actions, Step Out** to briefly leave a meeting.
- The size of each imported presentation must not exceed 10 MB.
- Once logged in to an eMeeting, use the Centra Audio Wizard to configure speaker and microphone settings for best audio quality.
  1. On the eMeeting interface, select **Tools, Audio Wizard**.
  2. Follow the Wizard's instructions to adjust audio settings.

---

## Education and Training

Centra Education & Training offers online workshops for eMeeting users.

For more information, visit <http://www.centra.com/education/>

## Where to get more information

For more detailed information on working with eMeeting, see:

- The **Help** link inside an eMeeting room or inside the meeting.
- **User Guides** and **Quick Reference Cards** are available on the eMeeting CD or from a Customer Care Representative.
- **Technical Support** at <http://www.centra.com/supportinfo.asp>

---

© 2003. All rights reserved.

Centra Software, Inc.  
430 Bedford Street  
Lexington, MA 02420

PN 188600  
For version 5.3  
Printed in U.S.A.  
1/30/2003 JM



**Be Great. Collaborate.**

*Centra grants customer rights to reproduce the printed PDF file without modification to the content at customer's discretion. Centra is not liable for any content changes customer makes.*

To learn more about Centra Software, Inc., visit our Web site at [www.centra.com](http://www.centra.com).

# eMeeting

## Presenter Quick Reference Card

---

This eMeeting Quick Reference Card contains tool and tip information for Presenters working with eMeeting.

---


## Getting Started

### Creating a Meeting

1. From the Reservation Calendar, click the desired date on the month-view calendar.  
**Tip:** Click the arrows on the month-view calendar to display a different month.
2. On the day-view calendar, click the buttons in the **Time** column on the left side of the calendar to reserve time for the meeting. The boxes turn blue when selected. Select multiple boxes to increase the meeting length.
3. Click **Reserve Selected Time** at the top or bottom of the calendar to reserve the time. The Create Meeting page opens.
4. On the Create Meeting page, enter a **Meeting Topic** in the Meeting Topic text field.
5. Under **Room Capacity**, enter the number of **Seats Reserved** for the meeting. This releases any unused seats to allow for scheduling of concurrent meetings.
6. Click **Update** to update the number of seats reserved for the meeting and release any unused seats.
7. Under **Attendees**, enter the **Email Addresses** of the meeting guests.
8. Under **Email Invitation**, type a **Subject** in the subject field.
9. Type a personalized **Note** in the email invitation in the space provided.
10. Click **Create**. The meeting is added to the calendar and invitations are sent.

## Leading an eMeeting



### Importing a Presentation

1. Click  to launch the Import Tool.
2. Click **Choose a PowerPoint File to Import**.
3. Browse to the desired file.
4. Click **Open**. The Image Format dialog appears.
5. Select whether to import the slides in **GIF** or **JPG** format and click **OK**. The presentation loads.
6. When the Upload Progress reaches 100%, click **Exit** to close the Import Tool.

### Inserting a URL in the Agenda

1. Select **Tools, Insert URL**. The Insert URL dialog box opens.
2. Enter a **Title** for the item in the Title text box.
3. Select **Contains Audio** if the Web page contains audio.
4. Select **Use System Browser** to have the Web page open in a separate browser window. If this is not selected, the Web page opens in the Participant's Media Window.
5. Type a **URL** in the URL Location text box.
6. Click **OK**. The URL is inserted in the Agenda.



### Speaking

1. Press and hold the **Control** key or click  and speak into the microphone. Click the **Lock to Talk** button  to speak for an extended time.
2. Click the **Lock to Talk** button again to allow others to speak.


### Promoting to Co-presenter

1. Right-click on a Participant's name.
2. Select **Promote to Co-presenter**.
3. Select **Demote** to demote a Co-presenter to Participant.


## Creating a Survey

1. Click  to launch the Survey Tool.
2. In the Survey Tool, click **New Survey**.
3. Enter a question and a list of possible answers.
4. Click **OK**.
5. Click **Show Survey**.
6. Minimize the Survey Tool to view survey results.
7. Click  or select **Tools, Survey** to clear the survey from the media window.

## Launching a Web Safari

1. Click  to launch Web Safari. The Web Safari browser opens and the user interface moves to the right.
2. Type a URL in the address line of the Web Safari browser window.
3. Hand out microphones to Participants.
4. Click on an agenda item or choose another tool to stop Web Safari. The Web Safari browser window remains open.

## Sending Text Chat

1. Click  to launch Text Chat. The Text Chat dialog box opens.
2. Select the **Public** tab to send a message to everyone or **Private** to send a message to a specific person.
3. Type a message in the **Message** text box.
4. For Private chat, select a name from the **Send To** drop down menu.
5. Click **Send**.

## Using Whiteboard Tools

1. Select **Whiteboard, Show Tools**. The Whiteboard tools open.
2. Click on a tool to use it.
3. You can save or print contents of the Whiteboard.
4. Select **Whiteboard, Hide Tools** to close the Whiteboard.